

SURVEY ENGINEER

DEFINITION:

To plan, coordinate and supervise surveying activities and real property program in the City and to perform related right-of-way engineering duties related to development processing.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Transportation and Development Services Manager and the City Engineer. Responsibilities require supervision of professional and technical engineering staff.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

1. Directs, plans and supervises all aspects of surveying activities and the real property program.
2. Prepares and approves legal descriptions of Real Property and Right of Way Maps.
3. Directs and supervises the review of development plans, subdivision maps, and grading plans.
4. Negotiates contracts with independent contractors involved with right-of-way acquisitions, appraisals, negotiations and relocations; provides direction as needed.
5. Reviews and responds to Planning Department referrals for development processing and future developments.
6. Administers and coordinates contracts with professional engineers, surveyors and photo-grammetrists.
7. Initiates studies for Assessment Districts.
8. Makes field investigations of problem areas such as landslides and street failures.
9. Acquires right-of-way for City projects, through the dedication process.
10. Supervises the City of Hayward Base Mapping Program.
11. Consults with City Attorney's office and outside legal counsel regarding preparation, coordination and follow-up involved with acquisition of real property through eminent domain procedures.
12. Prepares and supervises the preparation of subdivision maps and Records of Survey of City property and streets.

13. Supervises the preparation of Precise Plan Lines and Annexation Maps.
14. Prepares environmental studies and evaluations, initial studies, negative declarations and notice of exemption.
15. Recommends on contracting with independent appraisers, relocation specialists and negotiators, and supervises their work.
16. Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.
17. Prepares, approves and reviews cut sheets for City projects and private development.
18. Attends meeting as the representative of the City Engineer.
19. May be authorized by City Engineer to act as the City Surveyor to sign maps and execute related documents pursuant to State Law.
20. Prepares written and oral reports and correspondence to City Council, City Manager and City Engineer.
21. Assists other departments in preparing reports involving real property.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

- A. Knowledge of surveying and land law.
- B. Knowledge of principles of appraisal techniques, property management, condemnation procedures, title and escrow procedures, real estate law and relocation assistance law and procedures.
- C. Knowledge of Civil Engineering principles as applied to surveying.
- D. Knowledge of laws related to securing of right-of-way for streets and highway purposes.
- E. Familiarity with the Subdivision Map Act and the Land Surveyor's Act.
- F. Familiarity with property acquisition and relocation guidelines related to state funded and federally funded projects.
- G. Ability to supervise technical staffs and plans a work program.

- H. Ability to communicate effectively orally and in writing.
- I. Ability to meet deadlines.
- J. Ability to maintain effective working relationships with co-workers and the public.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible survey experience related to public works design, construction, and right-of-way including one year of supervisory experience.

Education:

Equivalent to a Bachelor's Degree from a accredited college and university with major work in Civil Engineering or related field. Appropriate experience may be substituted for education on a year-for-year basis.

License:

Licensed as a professional land surveyor in the State of California. Possession of a valid Class C California Driver's License.

PROBATIONARY PERIOD: One Year

778CS98

July 1998

AAP GROUP: 3

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt